

JOB ANNOUNCEMENT

POSITION: Financial Analyst

LOCATION: Division of Finance and Administration
Governor's Office for Children, Youth and Families
1700 W. Washington, Phoenix, AZ

UNDER DIRECTION OF: Director for Division of Finance and Administration
Governor's Office for Children, Youth and Families

SALARY: DOE

Description of Position

The Financial Analyst is a key staff position within the Division of Finance and Administration. One of the major responsibilities of the Division of Finance and Administration is to provide fiscal oversight for federal grants that are awarded to the Governor's Office for Children, Youth and Families (GOCYF). GOCYF keeps Arizona families safe, strong and prosperous by providing resources, promoting citizen engagement, and leading innovative projects to strengthen and empower families and communities. Through the Divisions for Children, Women, Substance Abuse Policy, Community and Youth Development, State School Readiness Board, Community & Faith-Based Initiatives, Community Relations and Finance issues of safety, civic engagement, economic stability, health, lifelong learning and responsive government are addressed. At any point in time, the Division of Finance and Administration is fiscally responsible for 150 – 200 sub-grantees throughout the state, approximately 80 different cost accounts, and approximately \$20 million in sub-grant awards.

An effective Financial Analyst is a person who:

- Is willing to become an expert in federal grants management
- Has significant experience in either the accounting function or the budgetary function
- Provides attention to detail
- Produces consistently accurate, timely and complete financial work
- Works well under pressure and meets deadlines
- Makes independent recommendations and works with minimal supervisory oversight
- Demonstrates excellent interpersonal communications skills, both verbal and written
- Possesses the ability to effectively communicate in a culturally appropriate manner and exhibits the skills to implement culturally competent service
- Provides leadership skills to build, supervise and lead working teams
- Designs and prepares complete and logical spreadsheets and work-papers
- Maintains a positive attitude
- Possesses the ability to learn and perform a variety of office functions

Preference may be given to an applicant who has obtained a Bachelor's level degree or higher in accounting, finance, business administration or economics.

The major work activities of the Financial Analyst are:

- Monitor financial compliance and spending for all grants administered by the designated division(s) in accordance with state and federal regulations.
- Monitor administrative requirements for all grants administered by the designated division(s) in accordance with state and federal regulations.
- Approve and process reimbursement requests submitted by sub-grantees.
- Provide technical assistance to sub-grantees related to allowable costs and administrative requirements.
- Conduct site visits to sub-grantees for the purpose of ensuring compliance with grant requirements and evaluating financial management systems.
- Provide written and verbal feedback to sub-recipients regarding financial performance.
- Monitor all incoming fund budgets for the designated divisions and periodically meet with Division Director(s) to identify and communicate budget information.
- Prepare required fiscal reports, both internal and external, in a complete and timely manner.
- Maintain internal systems to accurately reflect grant status and activity.
- Serve as a fiscal informational resource for designated divisions.
- Participate in the Request for Grant Application (RFGA) process for awarding sub-grants.
- Participate in Divisional and Office-wide teaching and learning activities.
- Participate in the grant application process as it relates to fiscal and administrative requirements.

Computer skills required are:

- Excellent use of Microsoft Excel
- Above-average knowledge of Microsoft Word and PowerPoint
- Average knowledge of Microsoft Access

Preferred knowledge skills are:

- State of Arizona policies and procedures including, but not limited to:
 - Accounting (Arizona Financial Information System)
 - Procurement (State Procurement Office)
- Federal grants management including, but not limited to:
 - Code of Federal Regulations
 - OMB Circulars
 - Catalog of Federal Domestic Assistance
- Accounting concepts and terminology

Travel:

This position does require some travel, both within Arizona and out of state.

Training and Education:

There is significant on-the-job training provided as well as formal off-site training specific to federal grants management.

Salary:

Salary is dependent upon experience.

If you are interested in this position, please email your resume and salary history to MLJackson@az.gov

